



Family Education Rights and Privacy Act (FERPA) and Release of Student Directory Information Opt-Out Form

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law, affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights, including considerations from the Illinois School Student Records Act (ISSRA) are as follows:

1. The right to inspect and review the student's education records within ten (10) business days, with the option to extend for five (5) additional business days, after the day the student's school or District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the school or District to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school also discloses education records without consent to officials of another school District in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. Indian Prairie School District will forward student records on request unless notified in writing to the principal or headmaster not to do so prior to the student's enrollment in the new school.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Indian Prairie School District or any of its schools to comply with the requirements of FERPA. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosure of Personally Identifiable Information Without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial court order, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial court order.
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

Further information regarding FERPA can be found at:

- General Information: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>
- Guidance for Parents: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/for-parents.pdf>
- Orientación para los padres: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/for-parents-spanish.pdf>

Directory Information

The Family Educational Rights and Privacy Act (FERPA) allows Indian Prairie School District ("District") to release certain information about students without parental consent, provided that annual notification has been given and the school does not have on file written denial to release this directory information. Directory information is information that is generally not considered harmful or an invasion of privacy if released.

The primary purpose of directory information is to allow the District to celebrate the accomplishments of its students by sharing information with the community. This may take the form of, among other things, press releases to the local media, public announcements at School Committee meetings, and the posting of information on social media (including Twitter, Facebook, and official district websites).

The District has designated the following information as directory information:

- Student's name, address, email address;
- Parents'/guardians' names, addresses, email addresses and telephone numbers;
- Grade level;
- Academic awards, degrees and honors;
- Information relating to school-sponsored activities, organizations and athletics;
- Major field of study; and
- Period of attendance in the school and District.

The District also has designated the following as directory information:

- Photographs, videos, or digital images used for informational or news-related purposes (by a school or District) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.

Please note that high school yearbooks are posted on the high school's website five (5) years after the yearbook is issued. No photograph highlighting individual faces will be used for commercial purposes by the District (including solicitation, advertising, promotion or fundraising) without prior, specific, dated and written consent of parent/guardian, or student, as applicable.

The following shall not be considered directory information:

- An image on a school security video recording;
- Student social security number; or
- student identification or unique student identifier.

Directory information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks, colleges and universities, and scholarship providers. Additionally, the Federal Elementary and Secondary Education Act requires the District to provide all branches of the military with names, addresses, and telephone listings for students unless parents/guardians have advised that they do not want this information disclosed for this purpose.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. Completed forms can be submitted by either:

Fax:
630-978-5214

Mail:
Indian Prairie School District 204
Attn: Technology Services
780 Shoreline Drive
Aurora, IL 60504

Drop-Off:
Crouse Education Center - Door 20
Attn: Technology Services
780 Shoreline Drive
Aurora, IL 60504

**Indian Prairie School District 204
Release of Student Directory Information Opt-Out Form**

The request to withhold directory information will be in effect from the date it is received by the school or District until the date the respective student graduates or otherwise leaves Indian Prairie School District. Opt-out preferences may be updated at any time by submitting a new form.

Completed forms should be submitted by either:

Fax: 630-978-5214

Mail: Indian Prairie School District 204, Attn: Technology Services, 780 Shoreline Drive, Aurora, IL 60504

Drop-Off: Crouse Education Center - Door 20, 780 Shoreline Drive, Aurora, IL 60504

Student Information

Last Name: _____ First Name: _____

ID Number: _____ School: _____ Grade Level: _____

Parent/Guardian Information

Last Name: _____ First Name: _____

Indian Prairie School District has designated the following information as directory information:

- Student's name, address, email address;
- Parents'/guardians' names, addresses, email addresses and telephone numbers;
- Grade level;
- Academic awards, degrees and honors;
- Photographs, videos, or digital images used for informational or news-related purposes (by a school or District) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.
- Information relating to school-sponsored activities, organizations and athletics;
- Major field of study; and
- Period of attendance in the school and District.

If you agree to allow Indian Prairie School District to release the above directory information, you do not need to do anything.

By signing and returning this form to Indian Prairie School District, I formally state that I do not grant permission to the District or my child's school to release directory information for my student as follows (fill in the bubble(s) of directory information that should not be released/included:

- (A) Do not include in the school directory
- (B) Do not release to US Military (Army, Navy, Air Force, Marines, Coast Guard, etc.)
- (C) Do not release to colleges and other educational institutions
- (D) Do not release to scholarship providers
- (E) Do not include in School-sponsored, including release to PTA, publications (video, yearbook, athletic rosters, website, etc)
- (F) Do not include my student's face or name in a District 204 print communication
- (G) Do not include in District-sponsored electronic communications (IPSD YouTube, Twitter, etc)
- (H) Do not include my student's work, face or name, on District 204 web pages

While the District limits access to buildings by outside media, it has no control over the news media or other entities that may publish a picture of a named or unnamed student.

Student Signature (If student is 18 or over) | **Date**

Parent/Guardian Signature (If student is under 18) | **Date**